

**BY ORDER OF THE COMMANDER  
90TH MISSILE WING**

**90TH MISSILE WING INSTRUCTION 64-401**

**9 AUGUST 2012**



**Contracting**

**GOVERNMENT PURCHASE CARD (GPC)  
REQUEST FORM PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 90 CONS/CC  
(Maj David L. Wilson II)

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This instruction outlines procedures for completing 90 MW Form 43, Government Purchase Card Request and applies to all 90th Missile Wing and subordinate units assigned, attached, or supported by Francis E. Warren Air Force Base. GPC cardholders are required to use this prescribed form to document micro-purchase transactions under \$3,000 for supplies, \$2,500 for services, and \$2,000 for construction. This form will also be used for purchases over \$3,000, but less than \$25,000 on pre-priced contracts. Transactions will consist of the acquisition of commodities, services, and construction. Purchases from pre-priced contracts require that cardholders must review prices on at least three contracts/agreements and select the best value item for their requirements after approval is received from the GPC Program Manager. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://my.af.mil/afrims/afrims/afrims/rims.cfm>. Comply with AFI 33-332, *Privacy Act Program*, for documents containing privacy act information. Comply with DoDM 5200.01-V2, DoD, *Information Security Program: Marking of Classified Information* and AFI 31-401, *Information Security Management* for documents containing For Official Use Only information. Refer recommended changes and questions about this publication to the Office of Primary Responsibilities (OPR) using the AF Form 847, *Recommendations for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. See attachment 1 for Glossary of References and Supporting Information.



## ***SUMMARY OF CHANGES***

This publication is revised to change organization from the 90th Space Wing to 90th Missile Wing. The purpose statement changed to reflect the micro-purchase transaction amount from \$2,500 to \$3,000 and the purchases over from \$2,500 to \$3,000. Other changes include change of statement 1.3. “Completed by approving official; if absent, the Commander or Resource Advisor” to “Completed by approving official; if absent, the alternate approving official” and changed (paragraph 1.7. for block 17 on 90 MW Form 43) “Completed by an individual other than the cardholder who made the purchase to verify the receipt of all items purchased” which changed remaining order of paragraphs numbered. The form is revised to change from 90SW Form 43 to 90 MW Form 43 in addition to change block 9 and 10 title from “Billing Official” to “Approving Official.” Include new block on 90 MW Form 43 after 16 marked 17 for “Independent Verification of Receipt and date” which will change numbering for “Coordination” from block 17 to 18 and “Approving Authority” from block 18 to 19. A margin bar ( | ) indicates newly revised material.

### **1. Instructions:** The following guidance is provided to complete the form:

- 1.1. Type or print in pen.
- 1.2. The Blocks 1-8. Self-explanatory.
- 1.3. Blocks 9-10. Completed by approving official; if absent, the alternate approving official.
- 1.4. Block 11. Describe the item requested (nomenclature, size, color, manufacturer and part number, quantity, and so forth).
- 1.5. Blocks 12-15. Self-explanatory.
- 1.6. Block 16. Annotate any actions, delays or problems that relate to the request.
- 1.7. Block 17. Completed by an individual other than the cardholder who made the purchase to verify the receipt of all items purchased.
- 1.8. Block 18a. Describe the item requested (equipment, photo, hazardous, communications, and so forth.).
  - 1.8.1. Block 18b. Coordination required before making purchase or issuance of control number (CE, Equipment Management, Individual Equipment Element, Environmental, and so forth).
  - 1.8.2. Block 18c. Self-explanatory.
  - 1.8.3. Block 18d. Self-explanatory.
- 1.9. Block 19. If used, approving agency that issued the approval/control number.

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Commander, 90th Missile Wing



**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***Prescribed and Adopted Forms***

Prescribed Forms: 90MW Form 43, *Government Purchase Card Request*, [DATE]

Adopted Forms: AF Form 847, *Recommendation for Change of Publication*, 22 September 2009